



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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February 27, 2006

**WIA GUIDANCE LETTER #03-06**

**THIS WIA GUIDANCE LETTER SUPERSEDES WIA GUIDANCE  
LETTER #10-02-CHANGE 1, DATED JULY 19, 2004**

**SUBJECT: Clarification of Documentation Related to WIA Title IB Eligibility and Participation**

**REFERENCE:** P.L. 105-220 dated August 7, 1998, §101(15)(A)(B)(C), §188(a)(5), §134(d)(4)(B), and 134(d)(4)(E) of the Workforce Investment Act (WIA) of 1998; 20 CFR Part 652, §663.220, 663.230, 663.320, and 664.250 of WIA Final Rules dated August 11, 2000; 29 CFR Part 27 dated November 12, 1999; *WIA Data Validation Application User's Guide* dated August 2004, and U.S. Department of Justice Form I-9, revision dated May 31, 2005.

**BACKGROUND:** Removed driver's license as acceptable verification for Citizenship/Alien Status and Right to Work. Updated WIA Eligibility & Verification Checklist to coincide with data element acceptable verification as provided in the *WIA Data Validation Application User's Guide*.

**DEFINITIONS/DOCUMENTATION RELATED TO WIA ELIGIBILITY  
FAMILY**

Under WIA, the term "family" relates to two or more persons living in the same household who are related through blood, marriage, or court decree and are included in at least one of federal law groups A through C below. The **state** further defines family as described in group D below. Family, as defined in groups A through D, must be used in determining financial eligibility **where appropriate** for the three WIA funding streams (Adults, Youth, and Dislocated Workers).

- A. Husband, wife, and their dependent children
- B. A parent or guardian and his/her dependent children
- C. Husband and wife



- D. An economic unit of one or more persons who receive at least 50% of their financial support from the economic unit

**Note:**

If any family member included in definitions A-D is disabled, he/she is considered a family of one. Verification of disability must be documented.

### **CITIZENSHIP/RIGHT TO WORK**

Participation in WIA Title IB programs or activities must be available to United States citizens, lawfully admitted permanent resident aliens, refugees, asylees, parolees, and other immigrants **authorized to work in the U.S.** There are numerous documents which Local Workforce Investment Agencies (LWIAs) and Administrative Entities (EAs) can accept as verification for citizenship and right to work in the United States. These documents are listed on Attachment B, WIA Eligibility & Verification Checklist, Page 2.

### **SELF-ATTESTATION**

At times and for a variety of reasons, some WIA applicants are unable to provide all of the necessary documents requested of them to complete the process for program eligibility. In these instances, the state does permit Self-Attestation as an alternative means of verifying a **limited number** of factors related to applicant status. Attachment B – WIA Eligibility & Verification Checklist describes those factors for which Self-Attestation is permitted. Attachment A is the Self-Attestation Instructions and form.

### **SELF-SUFFICIENCY**

The use of the term “self-sufficiency” **only applies in the context of establishing eligibility for employed adults and employed dislocated workers to receive intensive and training services under WIA, when local area funds are limited.**

Self-sufficiency is **not** to be viewed as an outcome measure associated with successful program performance.

The provision of intensive and training services to employed adults and employed dislocated workers is designed to help ensure that these services are provided to workers most in need of them. Under WIA, 100% of the Lower Living Standard Income Level (LLSIL) [annualized level based on family size, as well as metro and non-metro differences] represents a minimum measure of self-sufficiency that each LWIA must use to determine intensive and training service eligibility for employed adults and employed dislocated workers. Local boards may adjust the self-sufficiency level upward from 100% of the LLSIL based on local conditions. Local boards may also opt to define self-sufficiency for employed dislocated workers in relation to a percentage of the lay-off wage.

### **COORDINATION OF PELL GRANTS WITH OTHER EDUCATION-RELATED ASSISTANCE**

It is important that Local Workforce Investment Areas (LWIAs) leverage available funds for training, including Pell Grants and WIA Individual Training Accounts (ITAs), to ensure that the costs of training and support services are fully paid for WIA participants, and to reduce the likelihood of duplicate payments for such services. To date, the U.S.



Department of Labor has not issued additional guidance regarding the *order of payments* for training costs for individuals eligible for both WIA and other educational assistance. However, the WIA Final Rule does emphasize that local area programs should assist each participant in establishing Pell Grant eligibility before a participant enrolls in a particular school or training program. A WIA participant may be enrolled into training with WIA funds while a Pell Grant application is pending. However, the Local Workforce Investment Area (LWIA)/Nineteen Tribal Nations-Administrative Entities (EA) must put a process in place so that the LWIA/EA can be reimbursed by a training institution for the "tuition" portion of the Pell Grant funds. Generally, Pell Grants provide both tuition and other types of assistance (e.g. living expenses, lab fees, books, etc.).

**Only the portion of the Pell Grant that provides for tuition is subject to reimbursement.**

The Free Application for Federal Student Aid (FAFSA), which is used to establish Pell Grant eligibility, is readily available on-line at <http://www.fafsa.ed.gov>. When a WIA participant completes the FAFSA on-line, it can be electronically submitted immediately to the U.S. Department of Education (DOE) for processing. Generally, the DOE makes a determination of Pell eligibility and notifies an applicant within 30 days of FAFSA submittal.

**ACTION REQUIRED:** (1) **Effective April 1, 2006, only the documents listed under "Verification" on the revised WIA Eligibility & Verification Checklist are acceptable verification of the data element.** (2) Use Attachment A, Self-Attestation Instructions for completing the Self-Attestation form for those items where self-certification or self-attestation are permitted as verification for WIA eligibility. (3). Use Attachment B, WIA Eligibility & Verification Checklist to determine documents which LWIAs/EAs can accept as verification for WIA eligibility. (4) **DISTRIBUTE** this memo and its attachments to all individuals responsible for WIA eligibility and case management, as well as others who use the Arizona VOS WIA Business Rules and Policies Manual.

If you need additional information, please contact your local State Liaison at (602) 542-3957.

Sincerely,



Lela Alston  
WIA Section Manager

Attachment A: Self-Certification Instructions and Form  
Attachment B: WIA Eligibility & Verification Checklist



## **ATTACHMENT A**

### **SELF-CERTIFICATION INSTRUCTIONS**

The Self-Certification form on the succeeding page is to be used only when all other documented attempts of verification have been exhausted for WIA participant information detailed in Items 1 through 11 below.

**NOTE: The Self-Certification form must be signed by a corroborating witness acceptable to the Local Workforce Investment Area, who will attest to the information contained in the Self-Certification form.**

#### **(1) ADDRESS**

An applicant statement with a corroborating witness may be used to verify address if no other form of verification is available showing the applicant's address.

#### **(2) NO ESTABLISHED RESIDENCE - HOMELESS/TRANSIENT**

Self-certification is acceptable for verification of homelessness or transience. A homeless or transient individual is an adult or youth who has no street or rural route address, and includes those individuals residing in shelters specifically intended for homeless or transient individuals.

#### **(3) EDUCATION STATUS AT TIME OF REGISTRATION**

An applicant statement or attestation is acceptable verification if no other form of verification is available.

#### **(4) DISPLACED HOMEMAKER**

Self-certification is acceptable verification that an individual is the spouse of someone who has lost their job and the family's source of income.

#### **(5) RUNAWAY**

Self-certification is acceptable verification if no other form of verification is available.

#### **(6) OFFENDER**

In limited cases an applicant statement is acceptable verification if no other form of verification is available.

#### **(7) PREGNANT OR PARENTING YOUTH**

In limited cases an applicant statement or attestation is acceptable verification if no other form of verification is available.



**(8) SUBSTANCE ABUSE**

An applicant statement is acceptable verification if no other form of verification is available.

**(9) FAMILY SIZE**

Self-certification is acceptable verification that an individual lives independently, or in a household with one or more additional individuals.

**(10) INDIVIDUAL STATUS/SELF-SUPPORTED**

Self-certification is acceptable when an individual claims (a) he/she lives independently and is not dependent upon the income of another person; or (b) the individual, though residing in a household with others, is not dependent upon the income of other residents in the household. In the case of (a) or (b), the individual must produce documentation indicating his/her source of support.

**(11) PROOF OF UNEMPLOYMENT/LACK OF INCOME**

Self-certification is acceptable when an individual claims not to have been employed during the six (6)-month period prior to eligibility.



## Self-Certification Form

I, \_\_\_\_\_, HEREBY CERTIFY \_\_\_\_\_

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If individual cannot obtain a satisfactory witness or provide a telephone contact, explain above.

I attest that the above information is true and accurate and understand that the above information, if misrepresented or incomplete, may be grounds for immediate termination.

\_\_\_\_\_  
INDIVIDUAL'S SIGNATURE/DATE

\_\_\_\_\_  
CORROBORATING WITNESS  
SIGNATURE

\_\_\_\_\_  
WITNESS'S RELATIONSHIP TO INDIVIDUAL

.....  
**FOR OFFICIAL USE ONLY**

The above individual statement is being used to document the following eligibility criteria:

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SIGNATURE OF CERTIFYING OFFICIAL/DATE \_\_\_\_\_



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>ELIGIBILITY</b>	
<b>Family Size</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Court Decree <input type="checkbox"/> Disabled (Family of 1) <input type="checkbox"/> Landlord Statement <input type="checkbox"/> Lease (if family size is given) <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Public Assistance/Social Service Agency Records <input type="checkbox"/> Public Housing Authority (if resident or on waiting list) <input type="checkbox"/> Written Statement from Publicly Supported 24 Hour Facility <input type="checkbox"/> Self Attestation
<b>Food Stamp Assistance</b> <input type="checkbox"/> Documentation in file <input type="checkbox"/> N/A	<input type="checkbox"/> Tribal Commodity Program Records/Printout <input type="checkbox"/> Public Assistance Records/Printouts <b>Individual applying must be listed on current grant or show dates of eligibility for benefits</b>
<b>Foster Child</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Court Documentation <input type="checkbox"/> Verification of Payments made on behalf of the Child <input type="checkbox"/> Written Statement from State/Local Agency
<b>Refugee Cash Assistance</b> <input type="checkbox"/> Documentation in file <input type="checkbox"/> N/A	<input type="checkbox"/> Agency Award Letter <input type="checkbox"/> Authorization to Receive Cash Public Assistance <input type="checkbox"/> Copy of Public Assistance Check <input type="checkbox"/> Medical Card Showing Cash Grant Status <input type="checkbox"/> Public Assistance Records/Printout <input type="checkbox"/> Statement from Social Services Agency <b>Individual applying must be listed on current grant or show dates of eligibility for benefits</b>
<b>Selective Service Status</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in File <input type="checkbox"/> N/A	<input type="checkbox"/> Telephone Verification (1-847-688-6888) <input type="checkbox"/> DD-214 Report of Transfer or Discharge <input type="checkbox"/> SS Registration Record (form 3A) <input type="checkbox"/> SS Verification Form <input type="checkbox"/> Stamped Post Office Receipt of Registration <input type="checkbox"/> Internet <a href="http://www.sss.gov">www.sss.gov</a> <input type="checkbox"/> SS Registration Card <input type="checkbox"/> SS Advisory Opinion Letter
<b>Substance Abuse</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Self Attestation
<b>Supplemental Security Income</b> <input type="checkbox"/> Documentation in file <input type="checkbox"/> N/A	<input type="checkbox"/> Agency Award Letter <input type="checkbox"/> Copy of Social Security Check <input type="checkbox"/> Public Assistance Records/Printout <input type="checkbox"/> Statement from Social Services Agency

**Self Attestation is to be used only when all other documented attempts of verification have been exhausted for the WIA participant information.**



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>Identity</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file	<input type="checkbox"/> U.S. Passport (unexpired or expired) <input type="checkbox"/> Certificate of U.S. Citizenship (INS Form N-560 or N-561) <input type="checkbox"/> Certificate of Naturalization (INS form N-550 of N-570) <input type="checkbox"/> Unexpired Foreign Passport with I-155 Stamp or Attached I-94 w/valid Employment Authorization <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card with Photo (INS Form I-151 or I-551) <input type="checkbox"/> Unexpired Temporary Resident Card (INS Form I-688) <input type="checkbox"/> Unexpired Employment Authorization Card (INS Form I-688A) <input type="checkbox"/> Unexpired Re-Entry Permit (INS Form I-327) <input type="checkbox"/> Unexpired Refugee Travel Document (INS Form I-571) <input type="checkbox"/> Unexpired Employment Authorization Document (INS Form I-688B) w/photo issued by DHS <input type="checkbox"/> Driver's License or ID Card issued by a state or outlying possession of the U.S. provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address <input type="checkbox"/> ID Card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address <input type="checkbox"/> School ID Card with a photograph <input type="checkbox"/> Voter's Registration Card <input type="checkbox"/> U.S. Military Card or Draft Record <input type="checkbox"/> Military Dependent's ID Card <input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card <input type="checkbox"/> Native American Tribal Document <input type="checkbox"/> Driver's license issued by a Canadian Government Authority <b>For persons under 18 who are unable to present a document listed above:</b> <input type="checkbox"/> School record or report card <input type="checkbox"/> Clinic, doctor or Hospital Record
<b>Right To Work</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file	<input type="checkbox"/> U.S. Passport (unexpired or expired) <input type="checkbox"/> Certificate of U.S. Citizenship (INS Form N-560 or N-561) <input type="checkbox"/> Certificate of Naturalization (INS form N-550 of N-570) <input type="checkbox"/> Unexpired Foreign Passport with I-155 Stamp or Attached I-94 w/valid Employment Authorization <input type="checkbox"/> Permanent Resident Card or Alien Registration Receipt Card with Photo (INS Form I-151 or I-551) <input type="checkbox"/> Unexpired Temporary Resident Card (INS Form I-688) <input type="checkbox"/> Unexpired Employment Authorization Card (INS Form I-688A) <input type="checkbox"/> Unexpired Re-Entry Permit (INS Form I-327) <input type="checkbox"/> Unexpired Refugee Travel Document (INS Form I-571) <input type="checkbox"/> Unexpired Employment Authorization Document (INS Form I-688B) w/photo issued by DHS <input type="checkbox"/> U.S. Social Security Card Issued by the SSA (cannot state "not valid for employment") <input type="checkbox"/> Certification of Birth Abroad Issued by the Department of State (Form FS-545 or DS-1350) <input type="checkbox"/> Original or Certified Copy of Birth Certificate with Official Seal <input type="checkbox"/> Native American tribal document <input type="checkbox"/> U.S. Citizen ID Card (Form I-197) <input type="checkbox"/> ID Card for use of Resident Citizen in the U.S. (INS Form I-179) <input type="checkbox"/> Unexpired Employment Authorization Document issued by DHS (other than those listed under Identity)



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>DATA VALIDATION</b>	
<b>101 Social Security Number</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in File	<input type="checkbox"/> DD-214 Report of transfer or discharge <input type="checkbox"/> Letter from Social Services Agency <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Social Security Benefits Letter/Notice <input type="checkbox"/> Social Security Card Issued by SSA <input type="checkbox"/> Unemployment Insurance Records
<b>102 Date of Birth &amp; Age Verification</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in File	<input type="checkbox"/> Baptismal Record (if Date of Birth is Shown) <input type="checkbox"/> Birth Certificate <input type="checkbox"/> DD-214, Report of Transfer or Discharge Paper <input type="checkbox"/> Driver's License <input type="checkbox"/> Federal, State or Local Government ID Card <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> Passport <input type="checkbox"/> Public Assistance/Social Service Agency Records <input type="checkbox"/> School Records/Identification Card <input type="checkbox"/> Tribal Records <input type="checkbox"/> Work Permit
<b>104 Disability Status</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes regarding an Observable Condition <input type="checkbox"/> Letter from Drug or Alcohol Rehabilitation Agency <input type="checkbox"/> Medical Records <input type="checkbox"/> Physician's Statement <input type="checkbox"/> Psychiatrist's Statement <input type="checkbox"/> Psychologist's Diagnosis <input type="checkbox"/> Rehabilitation Evaluation <input type="checkbox"/> School Records <input type="checkbox"/> Sheltered Workshop Certification <input type="checkbox"/> Social Security Administration Disability Records <input type="checkbox"/> Social Service Records/Referral <input type="checkbox"/> Veteran's Administration Letter/Records <input type="checkbox"/> Vocational Rehabilitation Letter <input type="checkbox"/> Workers' Compensation Record
<b>111 Veteran Status</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> DD-214 <input type="checkbox"/> Cross Match with Veterans Data
<b>115 Employment Status at Registration</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case File Notes Showing Information Collected from Registrant at Registration <input type="checkbox"/> Pay stub
<b>118 UI Compensation Programs</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> UI Cross-Match <input type="checkbox"/> UI Notice of Entitlement



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>119 Income</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Alimony Agreement <input type="checkbox"/> Applicant Statement (limited cases) <input type="checkbox"/> Award Letter from Veterans Administration <input type="checkbox"/> Compensation Award Letter <input type="checkbox"/> Court Award Letter <input type="checkbox"/> Employer Statement/Contact <input type="checkbox"/> Family or Business Financial Records <input type="checkbox"/> Housing Authority Verification <input type="checkbox"/> Pay Stubs <input type="checkbox"/> Pension/Annuity Statement <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Quarterly Estimated Tax for Self Employed Persons <input type="checkbox"/> Social Security Benefits <input type="checkbox"/> UI Documents and/or Printout <input type="checkbox"/> Local WIA Does Not Verify Income
<b>120 Temporary Assistance to Needy Families (TANF)</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Cross-Match with TANF <input type="checkbox"/> Public Assistance Records/Printout <b>Individual applying must be listed on current grant or show dates of eligibility for benefits</b>
<b>121 General Assistance</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Cross-Match with Public Assistance Database <input type="checkbox"/> Public Assistance Records/Printout <b>Individual applying must be listed on current grant or show dates of eligibility for benefits</b>
<b>124 Displaced Homemaker</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Bank Records <input type="checkbox"/> Court Records <input type="checkbox"/> Divorce Papers <input type="checkbox"/> Public Assistance Records/Printout <input type="checkbox"/> Spouse's Layoff Notice <input type="checkbox"/> Spouse's Death Record <input type="checkbox"/> Self Attestation <b>Individual applying must be listed on current grant or show dates of eligibility for benefits</b>
<b>125 Date of Dislocation</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Notice of Layoff <input type="checkbox"/> Public Announcement with Follow-up Cross-Match with UI System <input type="checkbox"/> Rapid Response List <input type="checkbox"/> Verification from Employer
<b>126 Homeless or Runaway Youth</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Written Statement from a Shelter <input type="checkbox"/> Written Statement from an Individual Providing Temporary Residence <input type="checkbox"/> Written Statement from Social Service Agency <input type="checkbox"/> Self Attestation
<b>127 Youth Offender</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Documentation from Juvenile Justice/Criminal Justice System <input type="checkbox"/> Documentation Phone Call with Juvenile Justice/Criminal Justice Representative <input type="checkbox"/> Self Attestation
<b>128 Pregnant or Parenting Youth</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Baptismal Record <input type="checkbox"/> Case Notes regarding an Observable Condition <input type="checkbox"/> Copy of Child's Birth Certificate <input type="checkbox"/> Doctor's Note Confirming Pregnancy <input type="checkbox"/> Self Attestation



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>129 Youth Who Needs Additional Assistance</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> Individual Service Strategy <input type="checkbox"/> See Local Area Policy and Plan <input type="checkbox"/> State Management Information System <input type="checkbox"/> WIA Registration Form
<b>130 Education Status at Time of Registration</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Applicable Records from Educational Institution (i.e. diploma, GED Certificate, Post-Secondary Enrollment, attendance Record, Dropout Letter, or Documentation from School) <input type="checkbox"/> State Management Information System (Cross-Match with Appropriate Educational Records) <input type="checkbox"/> WIA Registration Form <input type="checkbox"/> Self Attestation
<b>131 Basic Skills Deficiency</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> School Records <input type="checkbox"/> Standardized Assessment Test
<b>621 Type of Recognized Educational/Occupational Certificate/Credential/Diploma/Degree Attained</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> Certificates <input type="checkbox"/> Diploma <input type="checkbox"/> Documentation by Training Institution/Provider <input type="checkbox"/> Survey <input type="checkbox"/> Transcript
<b>622 Other Reasons for Exit</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> Contact with the Penal System <input type="checkbox"/> Doctor's Records <input type="checkbox"/> Hospital Records <input type="checkbox"/> Waiver Form <input type="checkbox"/> State Management Information System
<b>623 In Post-Secondary Education or Advanced Training in quarter after Exit</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> Certificates <input type="checkbox"/> Diploma <input type="checkbox"/> Documentation by Training Institution/Provider <input type="checkbox"/> Enrollment Form <input type="checkbox"/> Survey
<b>624 In Post-Secondary Education or Advanced Training in Third Quarter after Exit</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Case Notes <input type="checkbox"/> Diploma <input type="checkbox"/> Documentation by Training Institution/Provider <input type="checkbox"/> Enrollment Form <input type="checkbox"/> Survey
<b>673 Attained Secondary School Diploma</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Notice from School <input type="checkbox"/> School Record <input type="checkbox"/> Transcript



## WIA Eligibility & Verification Checklist

ELEMENT	VERIFICATION
<b>OTHER</b> <b>Address</b> <input type="checkbox"/> Documentation in File <input type="checkbox"/> Visually Viewed <input type="checkbox"/> N/A	<input type="checkbox"/> Applicant Statement with Corroborating Witness Computer Print-out from Government Agency <input type="checkbox"/> Food Stamp Award Letter <input type="checkbox"/> Homeless - Primary Nighttime Residence <input type="checkbox"/> Housing Authority Verification <input type="checkbox"/> Insurance Policy (Residence & Auto) <input type="checkbox"/> Landlord Statement <input type="checkbox"/> Lease <input type="checkbox"/> Letter From Social Service Agency or School <input type="checkbox"/> Library Card <input type="checkbox"/> Local WIA Does Not Verify Address <input type="checkbox"/> Medicaid/Medicare Card <input type="checkbox"/> Phone Directory <input type="checkbox"/> Postmarked Mail Addressed to Applicant <input type="checkbox"/> Property Tax Record <input type="checkbox"/> Public Assistance Records <input type="checkbox"/> Rent Receipt <input type="checkbox"/> School Identification Card <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Utility Bill <input type="checkbox"/> Voter Registration Card <b>Documentation needs to be current</b>
<b>Pell Grant</b> <input type="checkbox"/> Documentation <b><u>MUST</u></b> be in file <input type="checkbox"/> N/A	<input type="checkbox"/> Copy of Check <input type="checkbox"/> Letter from School <input type="checkbox"/> Student Aid Report



## Definitions

For most eligibility elements, the validation instructions provide multiple forms of acceptable source documentation. If the worker collects multiple sources for the same data element and the sources conflict, the most reliable source should be used. For example, for Education Status, copies of records from an educational institution are a **more** reliable source than participant's self-attestation. Workers should use their best judgment when deciding the most reliable source.

Most definitions for a particular source are clear; however, definitions for -- Cross-Match, State Management Information System (MIS), Self-Attestation, and Case Notes are provided below.

1. Cross-Match: A cross-match requires workers to find detailed supporting evidence for the data element. An indicator or presence of a SSN in a non-WIA database is not sufficient evidence. For example, TANF participation can be determined by a cross-match with the state's public assistance database. It is not sufficient to just find that the sampled SSN is present in the public assistance database. Workers must also find, verify and document the dates of participation and services rendered.
2. State MIS: Unless otherwise noted, state MIS refers to specific, detailed information that is stored in VOS. An indicator, such as a checkmark on a computer screen alone, is not an acceptable source of documentation. For example, state MIS is an acceptable source documentation for date of first training service. To be an acceptable source to validate the date of first training service, VOS should have detailed information about the type of training and the organization that provided the training. This detailed information makes valid source documentation and makes it unnecessary to validate this data element in local offices.
3. Self-attestation: Self-attestation occurs when a participant states his or her status for a particular data element, such as pregnant or parenting youth, and then signs and dates a form acknowledging this status. The key elements for self-attestation are: (a) the participant identifying his or her status for permitted elements and (b) signing and dating a form attesting to this self-identification. **Self Attestation is to be used only when all other documented attempts of verification have been exhausted for the WIA participant information.**
4. Case Notes: Case notes refer to either paper or online documentation. Case notes are a detailed account of the interaction between the case manager, the WIA participant and partners. This documentation clarifies participant information in further detail and must identify the specific data element being documented, date the information was obtained, and the case manager who obtained the information. Case notes help to support data validation.